

Closure Activities for Even Start Grants in Montana

2011

The Montana Office of Public Instruction (OPI) is requesting the cooperation of the partnership entities who have been operating family literacy programming with Even Start Family Literacy funds (Title I, Part B, subpart 3 of the No Child Left Behind Act of 2001, P.L. 107-110) and who will not continue beyond the current fiscal year of obligation (no later than September 30, 2011). In order to bring closure, grantees must adhere to the following guidelines.

A grant partnership must complete the following activities:

- Notify OPI in writing of the final date of service to families.
- Consider the following expectations, and notify OPI in writing of the program's decision regarding the timeline options outlined.
- Identify and pay all fiscal obligations, requesting funds from the OPI with the Cash Advance Request form.
- A grantee may encumber funds if, prior to September 30, 2011, it executes a negotiated, signed contractual agreement or issues a purchase order that clearly delineates the expectation by the grantee of the local evaluator. This will allow the work to be completed and the invoice to be paid prior to the submission of the final expenditure report. Whichever mechanism is used, within 30 days after September 30, 2011, the grantee is required to complete all of the following: receive the approved item from the vendor, request the funds from OPI, pay the bill to the vendor, and submit the final expenditure report to OPI. The partnership should not pay for the item until it is complete and delivered.
- Complete and submit the annual report of the programming and the state outcomes on the individuals and families enrolled in Even Start. The report format targeted posting date is June 30, 2011, with all information being inputted into the Montana Even Start Performance Indicators. The report is due July 15, 2011.
- Negotiate a final evaluation product with the local evaluator. Submit that product no later than November 1, 2011, to OPI.
- Gather documentation of all local contributions to the Even Start program for the 2010-2011 fiscal year. Integrate those documented contributions into the final expenditure report due no later than November 10, 2011, for those programs with a fiscal obligation ending September 30, 2011.
- When the Final Expenditure Report has been submitted, complete the DS-4044 on line in the Cash Management. (The approved 2010-2011 budget will pull into the Expenditure Report so that items can easily be deleted, updated or added.) These reports are due no later than August 30, 2011, for fiscal obligation that ends June 30, 2011.
- Follow the appropriate guidelines for disposition of equipment as outlined in Attachment A and the October 5, 1993, *Memorandum to Even Start State Coordinators and Indian Tribe and Tribal Organization Grantees*.

